

**THE CITY OF KIRKLAND PARKS & COMMUNITY SERVICES**  
**REQUEST FOR PROPOSAL (RFP)**  
**2010**  
**RECREATIONAL EXPERIENCE PROGRAMS**

The Cities of Kirkland Parks and Community Services (KPCS) is now accepting proposals from contractors, consultants and vendors interested in operating a recreation program classes or services at one or more of our parks. Programs may be along the lines of bike rentals, sailing, boating, watercraft rentals, fitness activities, etc. at one or more of our outdoor park facilities in Kirkland, WA. Permits are awarded annually, and may be renewed up to three years, based on success and satisfaction for both parties.

It is the responsibility of the applicants to verify that adequate water and electrical service is available to support the equipment they intend to operate at a particular location. Any modifications or improvements to concession areas shall be at the sole expense of the successful bidder, and will require advance written approval from Kirkland Parks and Community Services staff.

In consideration for the right and privilege to conduct business within a City of Kirkland park, bidder must agree to pay KPCS a monthly payment or a percentage of gross monthly receipts will need to be defined within the proposal. The contractor will also be required to submit with each payment a signed statement attesting to the total gross receipts for said month. These statements must be made on a form provided by City of Kirkland Parks and Community Services.

**Proposals:**

All proposals must include the following

- Program(s) you intend to offer? Include location; days per week; hours of operations. What date do you intend to open and what date you intend to close?
- Present detailed information on the proposed fee schedule for the proposed program(s) and any variation for non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges.
- Please provide a statement outlining how you will document and report revenues and expenditures. Please outline how the proposed payment schedule to the City of Kirkland will be structured. The standard percentage is 15% of gross receipts before sales tax.

KPCS requests that all proposals be submitted on or before 4:00 p.m. on Friday, April 16<sup>th</sup>, 2010. Additional proposal submittals will be accepted until August 31<sup>st</sup> 2010

Interested companies may apply at any time, at no cost, by visiting our website at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us) (Click on "City Purchasing" under "Most Requested"). For questions, call 425-587-3380 or email [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us).

Proposals can be submitted to:

Kirkland Park & Community Services Dept.  
Attn: Mike Metteer  
505 Market Street, Suite A  
Kirkland, WA 98033

Or emailed to: [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us) (Emailed proposals should be attachments in MS Word or PDF format.)

In accordance with Title VI of the Civil Rights Act of 1964, agencies hereby assure that no business or person shall, on the basis of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under the agencies' programs, activities, or services. In addition, the selected contractor, with regard to the work performed during the contract, shall affirmatively support non-discrimination practices, including in the selection and retention of subcontractors and in the procurement of material and equipment.